



TRANSFER/PROMOTIONAL OPPORTUNITY INVENTORY ASSISTANT II

PURPOSE: Receive and disburse materials, supplies and equipment. Duties include physical work and operation of material handling equipment (including a forklift and skid loader) as well as paper and computer data entry transactions.

ESSENTIAL FUNCTIONS:

- ◆ Write and/or enter data into computer terminals to produce requisitions, disbursements or material receipts for all types of electrical construction, traffic control, street and sewer maintenance, Water Department and general supplies. Check all documents for accuracy.
- ◆ Assist in the physical receipt, disbursement, and storage of materials and supplies. Check materials against packing slips and purchase orders and arrange for acceptance or rejection. Take care to ensure materials are stored and secured properly. Code all materials and items that require code numbers. Monitor all stock/non-stock material levels. Inform Inventory Assistant III or Inventory Assistant IV of reorder levels, for reorder action.
- ◆ Assist in the unloading of new materials from trucks, transport materials within stockrooms and storage yards or between storage areas and/or various fabrication shops, and perform any other manual labor as required.
- ◆ Make simple assemblies such as transformer sleeves, splices, cable racks, dead end yokes, etc. Wash, replace broken glass, and reassemble refractors and luminaires. Wash and care for safety equipment as required. Disassemble electrical construction materials.
- ◆ Assist field and shop personnel in proper completion of disbursement/credit sheets and fill in of proper commodity codes.
- ◆ Conduct physical inventory counts on a daily, yearly or periodic basis as established, report variances to Inventory Assistant III or Inventory Assistant IV for investigation and action.
- ◆ Pack materials for shipment and/or return to vendors.
- ◆ Post requisitions and receipts to files and filing systems. Log many types of billings, general typing, filing, and computer terminal operation as required.
- ◆ Deliver materials to construction sites. Make emergency pickups from vendors and mail runs between stores and various division offices and facilities.
- ◆ Perform general stores housekeeping functions, keeping all bins / shelves well stocked and orderly.
- ◆ Operate vehicles and equipment such as hand tools, forklift, mobile crane, overhead crane, pallet jacks, etc.
- ◆ File inventory related documents.
- ◆ Organize, adjust and maintain shelving and other inventory areas.
- ◆ Perform other duties and responsibilities as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Current status and at least three months of experience as a regularly appointed City of Milwaukee employee.

2. Familiarity with storekeeping procedures. Basic math knowledge, data entry knowledge and computer skills.
3. Valid Wisconsin Driver's License at time of appointment and throughout employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- ◆ Ability to be accurate in working with stock numbers, item counts and other details.
- ◆ Ability to perform basic job-related mathematics.
- ◆ Ability to communicate effectively, both orally and in writing.
- ◆ Ability to work cooperatively with others.
- ◆ Ability and willingness to lift, or move and transfer 50 pounds, or more with assistance, on a regular basis.
- ◆ Basic data entry skills.
- ◆ Ability to effectively plan and schedule work and meet deadlines

THE CURRENT PAY RANGE (338) IS: \$36,538 to \$40,287 annually.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related training, experience and accomplishments; written test, interview or other assessment methods. The Department of Employee Relations and the hiring department reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be *transferred and/or promoted* to the position.

APPLICATION PROCEDURE:

- Applications may be obtained from the Department of Employee Relations, Room 706 City Hall, 200 E. Wells St., Milwaukee, WI 53202, by calling 286-3751, or by visiting www.milwaukee.gov/jobs.
- Applications should be returned to: **Ricardo Lopez, Inventory Services Manager, DPW Field Headquarters, 3850 N. 35th St. , Milwaukee, WI 53216 by September 7, 2010.**

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INVENTORY ASSISTANT II